

Office Memorandum • UNITED STATES GOVERNMENT

TO : Management Officer

DATE: 6 October 1949

FROM : Acting Chief, Personnel Division, Overt Support Staff

SUBJECT: ORE T/O Revision

It is requested that the Table of Organization for the Office of Reports and Estimates be amended to reflect the following changes, some of which are being requested at this time due to the fact that the most recent ORE Table of Organization was not coordinated with the Personnel Office, and some the result of survey, normal change, etc.

In the Plans and Policy Staff, Requirements Division, one P-4 should be raised to P-5. This was brought about by the Requirements Division being reorganized to delete the former Assistant Chief arrangement, and to divide the work equally between two top analysts working under the immediate direction of the Chief of the Division.

In the Map Branch, Cartography Division, the position of Deputy Chief P-6 should be deleted and the position of Cartographer (Assistant to the Chief) P-4 should be inserted. The Map Branch feels that an Assistant to the Chief fits their needs better than a Deputy Division Chief.

Also, in the Map Branch, Construction Section, one Cartography Laboratory Draftsman SP-8 should be entitled Cartographic Draftsman (Supervisory) SP-8, since the former title is not applicable to the job being done.

In the Administrative Staff, Office of the Chief, the position of Clerk CAF-4 should be raised to Clerk (Stenography) CAF-5; the position of Clerk-Stenographer CAF-4 should be changed to read Clerk CAF-4; and the position of Clerk-typist CAF-3 should be raised to Clerk CAF-4. It will be noted that these levels for Clerks in the Administrative Staff are not new, since positions were allowed on the table of organization and were allocated to these grades back in 1947, and the present classification survey is the first made since that time, although the tables of organization on this staff have changed at regular intervals.

Also, in the Administrative Staff, the Information Control Division has long desired certain reallocations it believed to be justified. The present T/O grades do not recognize the jobs which are being presently performed by the employees of this division, and recent survey indicates the following changes should be made:

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